



Principles and Rules of Operation
Subsidiary Document

AIB-PRO-SD06 Assignment of Codes

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AIB-PRO-SD06: Assignment of Codes

Release 1.1

Status of this document

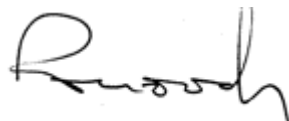
This document, AIB-PRO-SD06 Assignment of Codes, is a subsidiary document to the EECS Principles and Rules of Operation (the PRO) of the Association of Issuing Bodies (AIB) for The European Energy Certification System.

In the event of conflict between the text of the PRO and the text of this document, the PRO shall always take precedence.

This PRO subsidiary document was formally approved by the General Meeting of AIB members held on 17 November 2006.

The effective date of this PRO subsidiary document is 1 January 2007.

Signed by the General Secretary:



PH Moody
1 January 2007

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Document History

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A INTRODUCTION AND PURPOSE

A1 Introduction

- A1.1 This document is a subsidiary document to the Principles and Rules of Operation (the PRO) of the Association of Issuing Bodies (AIB) for The European Energy Certification System (EECS).
- A1.2 Specific reference is made to the PRO Section L6 – Change Procedures, Miscellaneous.
- A1.3 This document is itself subject to the change management procedures set out in Section L of the PRO and related subsidiary documents.

A2 Purpose

- A2.1 The purpose of this PRO subsidiary document is set out the detailed procedural and technical matters associated with the assignment of codes for members and domains.

B Definitions

- B1.1.1 In this Subsidiary Document, unless the context otherwise requires or there is express provision to the contrary, terms shall have the meanings respectively ascribed to them in the PRO:

TERM	MEANING
AIB Member	a member of the AIB from time to time (as determined in accordance with the provisions of the Articles of Association and the law of Belgium);
ISO Country Code	code ISO 3166 issued by the International Standards Organisation (ISO) which lists in alphabetical order official short country names in English and the corresponding list of code elements;
Member Code	a code allocated by the Secretary General to an AIB Member in accordance with the provisions of this Subsidiary Document;
Domain Code	a code signifying the identity of a Domain (and accordingly corresponding to an EECS Registration Database) allocated by the Secretary General to a Domain in accordance with the provisions of this Subsidiary Document;

C Changes in Domain

C1 Assignment of Codes to New Domains

- C1.1.1 Where an EECS Scheme is first established in a Domain, the Secretary General shall assign a unique alphanumeric Domain Code to that Domain and amend PRO Fact Sheet 4 “Member Codes” accordingly.

C2 Change to the Definition of a Domain

- C2.1.1 Where the definition of a Domain changes, then a new Domain Code will be allocated to it.

C3 Recording of Details of a Domain

- C3.1.1 Whenever a Domain is added or amended, then the Domain Definition and Domain Code will be recorded on PRO Fact Sheet 4.
- C3.1.2 Where the Domain is a country, then the Domain Code shall be the relevant two character ISO Country Code.
- C3.1.3 Where the Domain is a region of a country, then the Domain Code shall be the relevant two character ISO Country Code followed by a unique region code.

D Changes in Membership**D1 Assignment of Codes to New Members****D1.1 New Association Members**

- D1.1.1 Where an applicant is granted Membership of the AIB, the Secretary General shall assign a unique Member Code to the new AIB Member for each Domain in which the AIB has accepted that the new AIB Member may operate and update PRO Fact Sheet 4 "Member Codes" for that Domain with the AIB Member name and Member Code.
- D1.1.2 Member Codes shall be allocated sequentially. Where two applicants for Membership of the Association are admitted into the Association at the same time, then Member Codes shall be allocated in alphanumeric order of Domain Code and registered name of applying organisation.

D1.2 New Scheme Members

- D1.2.1 Where an AIB Member has been granted membership of an EECS Scheme, then the Secretary General shall add details of that AIB Member to the PRO Fact Sheet listing the members of this EECS Scheme.

D2 Treatment of Codes at the Resignation of a Member**D2.1 Resignation of Association Membership**

- D2.1.1 When an AIB Member ceases to be a member of the AIB for whatever reason:
- (a) the Member Code of the relevant AIB Member shall be retained and not re-used; and
 - (b) the relevant Member Code will continue to be listed on PRO Fact Sheet 4 along with an indication that this organisation is no longer a member of AIB.

D2.2 Resignation of Scheme Membership

- D2.2.1 When an AIB Member ceases to be a member of a Scheme for whatever reason, it will continue to be listed on the PRO Fact Sheet for this EECS Scheme along with an indication that this member is no longer a member of this EECS Scheme.